

Guidelines for Caterers/Outside Vendors

Staff at Congregation Beth Hatikvah is either part-time or volunteer, and so hours are limited when the building is open for deliveries or prep work by caterers and/or other vendors. All deliveries and access to the building must be coordinated with the CBH Office Administrator, whose regular hours are 9:00 a.m. to 2:00 p.m., Monday through Thursday, and 9:00 a.m. to 1:00 p.m. on Friday. Access to the building outside of these times must be arranged ahead of time; contact the CBH Office Administrator.

Deliveries, prep work, installation, etc. can only take place during hours when the Office Administrator is present, or during hours when the bar or bat mitzvah family has arranged for a CBH Board member to be present. Please note that no delivery or work of any kind may take place in the sanctuary or social hall during the bar or bat mitzvah service rehearsal. To learn when the rehearsal has been scheduled contact the bar or bat mitzvah family, or check the congregational calendar at HYPERLINK "<http://www.bethhatikvah.org>" www.bethhatikvah.org for the days before the event.

Storage space is limited, and availability is subject to the needs of other Synagogue events.

If providing food for an event, Users are asked to adhere to the following guidelines. Neither the caterer nor the food need be kosher, but in no circumstance shall any meat (including beef, chicken or other fowl, or pork products) or shellfish (such as crab, lobster, shrimp, mussels, clams, etc.) be served. Many processed foods contain meat derivatives, especially sauces. Care should be taken to be sure that food served in the CBH does not use meat/shellfish products of any sort.

Caterer or User must remove all food after event, unless other arrangements have been made with the Facilities Committee. The Community Foodbank of New Jersey, located in Hillside, will pick up donations of food prepared by a certified kitchen or caterer that has not been served or placed on a buffet. The packaged, unused, clearly marked food from your *simcha* celebration can, by prior arrangement with the Facilities Committee, be left in the CBH freezer for Monday pick-up by the Community Foodbank. Schedule a pick-up one week or more in advance by calling 908-355-3663, ext. 304. Visit HYPERLINK "<http://www.njfoodbank.org>" www.njfoodbank.org for more information. Summit Helping Its People (SHIP) will also accept donations of leftover food, even if it has been set out on a buffet. Please arrange for pick-up or drop-off of food donations to SHIP by calling Richard Nelson (908-273-3271) or Jim Barratte (908-522-1303).

Caterers must provide all labor associated with set-up, serving, clearing, clean-up and dishwashing. The kitchen must be left neat and “broom clean”; failure to leave the kitchen in a clean condition will result in the assessment of a cleaning charge against the caterer’s deposit and/or the User’s \$500 damage/cleaning deposit.

Trash must be bagged and taken out to the dumpster in the fenced-in area at the back of the parking lot. Recycling should be rinsed and placed in the marked recycling container in the kitchen.

If food is to be set up in the Teen Lounge, such set-up can only begin after 10:00 a.m. or 10:45 a.m., depending upon the needs of the Religious School for that space, and subject to permission by the Religious School director. All food set up should remain covered and/or attended until Religious School students have exited the building at 11:30 a.m.

Classroom doors, hallways, and moveable walls must not be blocked either during or prior to the event. If permission is given for a classroom to be used for storage, the classroom configuration must be restored after the event. Similarly, if furniture from the Teen Lounge is moved, afterward it must be moved back into place.

Paper goods (cups, plates, napkins, tablecloths, etc.) and other equipment (pots/pans, cooking and/or food serving utensils, trays, water pitchers, coffee urns, etc.) purchased by CBH may not be used for any private event.

Full details on events can be found in the Congregation Beth Hatikvah Building Use Policy, available at HYPERLINK "http://www.bethhatikvah.org" www.bethhatikvah.org.

Office Administrator: 908-277-0200 or HYPERLINK "mailto:office@bethhatikvah.org" office@bethhatikvah.org